



Public Schools of North Carolina  
State Board of Education  
Department of Public Instruction

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# Report to the North Carolina General Assembly

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Response to the School and Teacher  
Paperwork Reduction Act  
*Session Law 2011-379*  
*House Bill 720*

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**Date Due: November 15, 2011**  
Report # 29  
DPI Chronological Schedule, 2011-2012

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## Introduction

This report has been prepared by the North Carolina Department of Public Instruction (NCDPI) in response to the School and Teacher Paperwork Reduction Act (Session Law 2011-379, House Bill 720). The report focuses on the portion of the bill that amends G.S 115C-12(19). The language reads:

*“....The State Board shall report to the Joint Legislative Education Oversight Committee by November 15 of each year on the reports it has consolidated or eliminated for the upcoming school year.”*

In order to enable NCDPI to meet the responsibility of providing accurate and timely data to key stakeholders, the Data Management Group was established. The DMG is the official data management oversight body of the NCDPI and as such is charged with the responsibility and authority to set policy and resolve issues concerning agency data collection, management and use. Comprised of representation from each business unit, the DMG supports the agency's efforts to achieve the State Board of Education's (SBE's) mission, by ensuring data quality, accountability and timeliness, all of which are essential to enabling data-driven decision-making.

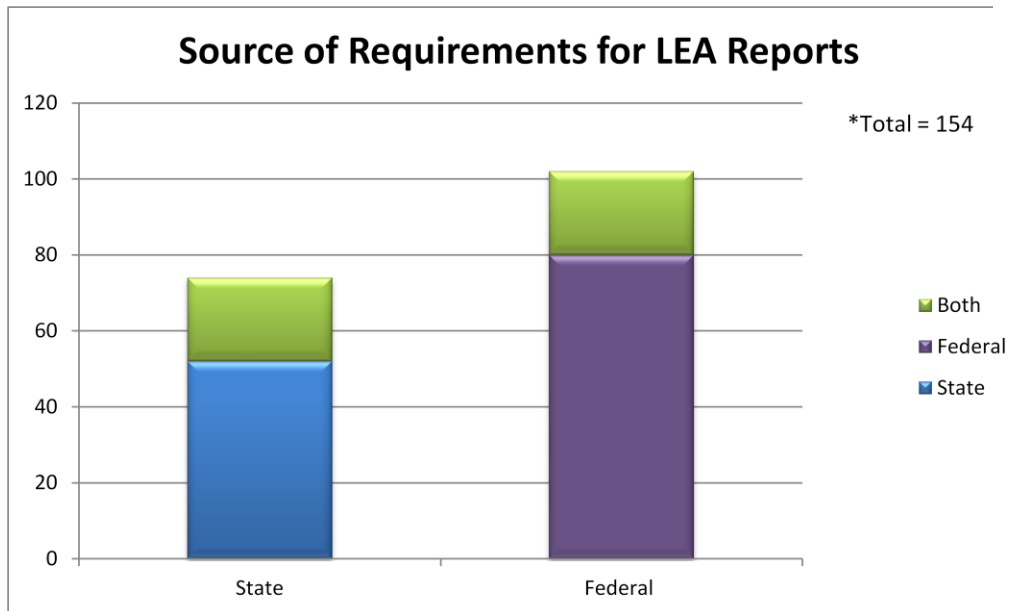
To inform North Carolina Local Education Agency (LEA) units of the reporting requirements that NCDPI has for them, the Data Management Group created a Master Data Calendar (MDC) several years ago. The MDC, which is found in an abbreviated form in **Appendix A** and in its entirety on the DMG website (<http://www.ncpublicschools.org/data/calendar/>), is a complete list of all reports required by NCDPI along with a citation of the relevant law, the reporting method, the due date of the report and the NCDPI contact person. NCDPI annually shares the calendar with Superintendents from all 115 LEAs and the Principals/Directors from each Charter School.

## Sources for Reports Required of LEAs

Currently, LEAs are required to submit 154 reports to NCDPI for the 2011-12 school year. Nearly all of those reports are required by federal or state law. Much of the federally mandated reporting is tied to program monitoring and large funding sources like Titles I, II and III. The elimination of such reporting could result in a significant loss of funds for the LEAs. Except for only five reports, state reports are those required by the NC General Assembly.

**Table 1** shows the breakdown of the sources for the reporting requirements. Fifty two of the reports are required by state legislation or State Board of Education policy. Eighty of the reports are intended to satisfy federal reporting requirements, and 22 reports are required by both North Carolina and the federal government.

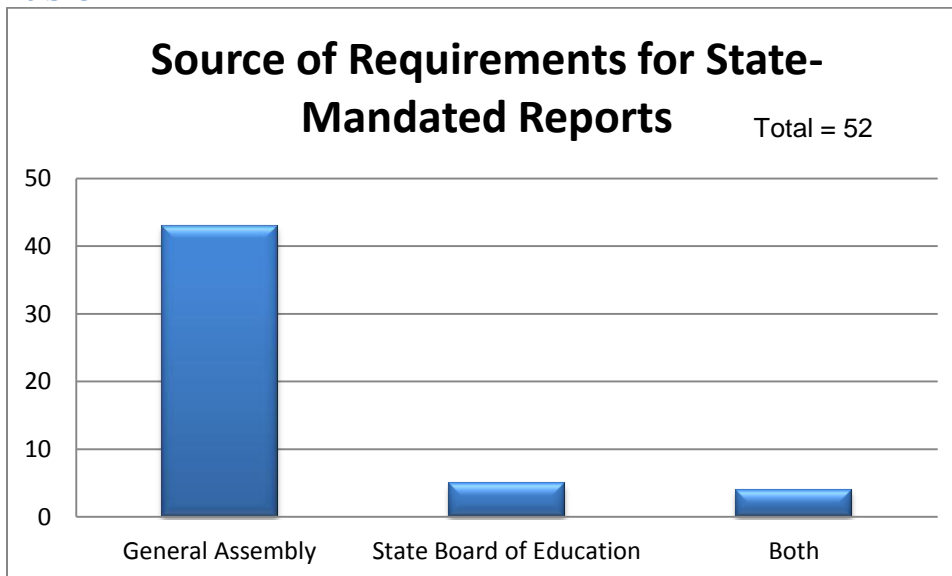
**Table 1**



\*Note that the sum of the “State” and “Federal” columns is greater than 154 because the “Both” category is repeated in each.

The mandates for the 52 reports required exclusively by the state come from both the North Carolina General Assembly and the State Board of Education. **Table 2** shows the breakdown of how many reports are required by each body. Legislation from the General Assembly is the origin for 43 reports. State Board policy requires five of the reports, and four of the reports are required for both the General Assembly and the State Board of Education.

**Table 2**



## Response Process

As a first step in responding to SL 2011-379, the Data Management Group and the Business Owners in the agency conducted a thorough review of the Master Data Calendar to find opportunities to consolidate similar reports or eliminate reports that are no longer necessary. After the internal review process, the Regional Roundtable leads, in conjunction with the Regional Education Service Alliance (RESA) directors, contacted all LEAs by phone, email and in person to solicit their feedback on the MDC. The DMG also asked the members of its LEA Advisory Group for input. The LEAs were provided with a copy of the MDC and asked to answer four questions:

1. Which reports in the MDC could be consolidated?
2. Which reports in the MDC could be eliminated?
3. Which reports in the MDC could be automated?
4. Which reports in the MDC require the most effort for the LEA/Charter School to complete?

The DMG received responses from 55 LEAs. **Table 3** shows a breakdown of the LEAs responding by State Board District.

**Table 3**

State Board District	Number of Participants
District 1	8
District 2	8
District 3	4
District 4	2
District 5	7
District 6	4
District 7	11
District 8	11

## LEA Responses

The short reporting time frame mandated by the reporting requirements of the General Assembly resulted in a brief period for collecting LEA responses. Because of this constraint, input from the LEAs was submitted in free-form. This format allowed for a richness of ideas, but made quantitative analyses of their feedback difficult. However, some themes did emerge.

Titles I, II, and III applications and reports were frequently listed as burdensome and many LEAs requested that they be eliminated. But as was previously noted, these federal reports cannot be eliminated due to funding implications.

Several LEAs indicated that the Annual Media and Technology Report (AMTR) and the Local Salary Supplements (SS-300) are time-consuming for them. The AMTR

is necessary for both federal and state requirements. Federally, it is used to comply with Title II, Part D and with the Education Data Exchange Network (EDEN). At the state level, the AMTR is used for evaluating readiness for Online Assessment, the NCEdCloud and the Instructional Improvement System (IIS) and for work on 1:1 initiatives in technology. In addition, the data in the section of the NC School Report Cards listed under Access to Books and Technology comes from the AMTR.

The SS-300 collects information about the local supplements for teachers, principals, assistant principals, superintendents, high school band directors, and coaches. This data collection provides one centralized report with information on the difference in educator salary between the LEAs, and the report is frequently requested by teachers (both instate and out of state), county commissioners, researchers, public policy makers and media. Without this data collection, requestors would have to request the information from each of the 115 LEAs comparison, which is especially difficult for out of state teachers interested in working in North Carolina. NCDPI requires LEAs to submit this report so the most accurate information is reported. NCDPI has been testing ways to calculate the local supplement using other data collections, but due to the inconsistencies between LEAs in the frequency and method of supplement payments, the accuracy of the results have not been replicated.

Some of the other state required reports are necessary for the LEAs to communicate their intentions with the agency. For example, several LEAs suggested eliminating the Calendar Waiver reporting requirement because NCDPI gathers information about days missed to validate waivers. However, while NCDPI does have the information about the missed days, the report is still necessary because it signifies the LEA's interest in obtaining a waiver and demonstrates its local Board's agreement with the request.

NCDPI will research many of the other suggestions from the LEAs to determine their feasibility. The Exceptional Children Division will investigate the possibility of automating the Special State Reserve and Risk Pool applications, and the Federal Programs Division will look at combining the Homeless Data Collection and the McKinney-Vinto competitive grant. In some cases the suggestions from LEAs are already in process. For instance, an automated Positive Behavior Intervention and Support (PBIS) system is in development.

## **Eliminating Unnecessary Reports**

Through the extensive review process, 20 reports were found to be obsolete for SY 2011-12 due to changes in legislation, processes and the end of the underlying funding. These reports were removed from the Master Data Calendar. (The list of deleted reports is found in **Appendix B**). The eliminated reports came from all areas of the agency, but were concentrated most heavily in the Academic Services and Instructional Support and Financial and Business Services areas. **Table 4** shows the breakdown of eliminated reports by business area.

**Table 4**

<b>Business Area</b>	<b>Number of Reports Eliminated</b>
Academic Services and Instructional Support	10
Financial and Business Services	8
Educator Development and Recruitment	1
Accountability Services	1

## **Conclusion**

NCDPI is committed to continuing the effort to curtail the reporting burden on the state's LEAs while working within the constraints of applicable state and federal laws.



## Appendix A: Highlights of the Master Data Calendar

Submission	Description	Source of Program Funding	Program Participation Required?	Law Citation/ SBE Policy	Submission Due Date
ABCs Transfer of Funds Form	Used by LEAs to transfer funding from and to eligible allotment categories to meet need of LEAs	State	Mandatory	NCGS 115C-105.25	As Needed
Accrual Adjustment	LEAs report accrual info for 11/12 month installments	State	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	June 30
Alternate Assessment Files	Extend1 (registration and score submission)	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 30
Alternative Learning Program	Roster-Placements by ethnicity, gender, grade	State	Mandatory	NCGS 115C-12(27)	June 30 (annually)
Alternative School Local Options Data	Alternative Schools designate additional data indicators for ABCs	State	Mandatory	SBE Policy GCS-C-013 and GCS-C-022	December 1
Annual Census for Deaf-Blind	List of students in LEA, private or other setting who meet criteria of deaf-blindness	Federal	Mandatory	Funded RFP CFDA: 84.326C (5) (b) (1) requires this data to be collected and reported	April

Annual Dropout Report	Dropout data	State	Mandatory	NCGS 115C-12(27) & NCGS 115C-378	October 1 (annually)
Annual Media and Technology Report (AMTR)	Report of media/technology resources in each school and LEA	State	Mandatory	NCGS 115C-102.7	January and June
Annual Survey of Children in Local Institutions for Neglected Programs	Annual Evaluation Report	Federal	Mandatory	Title I, Part D, PL 107-110 (NCLB)	May
Application	Application - Site and program information on contact person and programs to be implemented	Federal	Mandatory	7CFR Part 210 - NSLP 215-SMP, 220-SBP Part 245	July 1
Bus Inventory Survey	Count of buses used during current school year, forms basis for bus replacement order for coming year	State	Mandatory	Allotment Policy Manual	March 15
Calendar Waiver Request - LEA Wide	Allows LEAs with more than 8 closed days per year during any 4 of last 10 years to be waived from Calendar Bill start date of 8/25 or end date of 6/10 of each year	State	Mandatory	NCGS 115C-84.2, (HB 1464 2004)	August 15
Career Pathway Concentrator Feedback	Collects information from concentrators about high school, further education and work the first year out of high school	State & Federal	Mandatory	PL 109-270/Title I Sect. 113 & GS 115C-154	March 11
Charter School Initial Enrollment	Request for charter school enrollment by LEA; allows allotments to be made at per pupil funding amount from where students reside	State	Mandatory	NCGS 115C-238.29	June 15

Child Count	Children with disabilities who receive special education and related services according to an Individualized Education Program (IEP) or Service Program	Federal	Mandatory	IDEA 300.752	December 1
Child Count	Children who are academically or intellectually gifted (AIG) who have a Differentiated Education Plan (DEP), including AIG who are also identified as Exceptional Children	State	Mandatory	NCGS 115C-110	April 29
Class-size	Permission to exceed class-size	State	Mandatory	Policies Governing Services for Children with Disabilities- Appendix A	July 1-May
Clustered Students with Disabilities (SWD)	SWD attending one school being counted in performance of another school	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	April 1 (updates until April 15)
Collection Dates Submission System	Dates for designated local school testing cycle events [Twentieth Day (20D) First Day of Fall Testing (FDF), First Day of Spring Testing (FDS)]	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	Beginning of school year, with updates as necessary
Common Follow-Up	Student record on every student in grades 9-12 to Employment Security Commission for support of job training, education, and placement programs	State	Mandatory	NCGS 96-33	November

Community Residential Centers	Funds for Special Education Services	State	Mandatory	Policies Governing Services for Children with Disabilities	August/September/October
Construction Cost Data	Awarded bid prices for construction of new schools	N/A	Optional	N/A	Quarterly
Contract Transportation	List of contracts in place for transporting EC children or other transportation other than yellow school buses	State	Mandatory	Allotment Policy Manual	October 15
Corrective Action Report	LEAs report corrective actions taken for audit exceptions	State & Federal	Mandatory	Single Audit Act Of 1984 OMB Circular A-128, A-133	Within 45 days of letter sent
Data Verification	Superintendent certification that data are complete and correct	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 30
Developmental Day	Funds for Special Education Services	State	Mandatory	IDEA Part B, State Performance Plan	August/September/October
Eighth Grade Computer Skills Proficiency	School-level determination of 8th grade computer skills proficiency	Federal	Mandatory	Title II, Part D (NCLB)	June 10
Exceptional Children (EC) Grants - 611	Collects data to support grant application for IDEA 611 funds	Federal	Mandatory	IDEA Part B, Section 611	May 27

Exceptional Children Grants - 619	Collects data to support grant application for IDEA 619 funds	Federal	Mandatory if serving PK students	IDEA Part B, Section 619	May 27
Exceptional Children Grants - Sliver	Collects data to support grant application for IDEA Building Capacity funds.	Federal	Mandatory	IDEA	May 27
Economically Disadvantaged Students (EDS) Data Collection for Child Nutrition Non-participants Charter Schools	File with household size and income information from parents containing names, student IDs and lunch status of affected students for each Child Nutrition Non-participants Charter School	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	December 1, April 1
Economically Disadvantaged Students (EDS) File	File with student ID designating economically disadvantaged students in each school	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	December 1, April 1
Educational Directory & Demographical Information Exchange (EDDIE)	Used to prepare Education Directory	State	Mandatory	NCGS 115C-12(18)(b)	as needed
Eligible School Summary Report	School Title I eligibility and status for upcoming school year.	Federal	Mandatory	Title I, Part A Section 1116	July 15
English Language Proficiency (ELP) ACCESS Demographic Changes	Correct student information in ACCESS Demographic	Federal	Mandatory	Title III, PL 107-110 (NCLB)	April 23-May 3

Enrollment Increase Request	Schools submit any increase above ten percent allotted by law to Office of Charter Schools for submission to SBE	State	Mandatory	NCGS-115C-238.29D(d)	October 15
Exiting	Exiting data on number of students, ages 14-21, who exited special education during school year by basis of exit, disability and ethnicity	Federal	Mandatory	Section 618 of IDEA	September 30
Free & Reduced Price (F&RP) Milk	Special Milk Program - Free Milk Policy-Policy agreement between state and local sponsor for program implementation	Federal	Mandatory	7CFR Part 215, 245-NSLP-SMP	July 1
F&RP Residential Child Care Institutions (RCCI)	RCCI Free & Reduced Price-Federal policy statement on how students and participants will be treated with regard to program meals	Federal	Mandatory	7CFR Part 210, 220, 245	July 1
Federal Programs Equipment Disposition Request	Approval for disposing of federal equipment	State & Federal	Mandatory	EDGAR 76.702; 74.34; 80.20; 80.32	As Needed
Field Test/Item Tryout Data	Student information and performance on state field tests	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 30
Final PMR	Principal's Monthly Report Final 9th month, changed month 1-8	State	Mandatory	NCGS 115C-12(18)(b)	June 30

Financial Status Report(1A)	Child Nutrition revenue and expenditure data	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966-National School Lunch Act of 1946-NCGS 115C-203-204	January and July
Food Safety/Hazard Analysis & Critical Control Points (HACCP)	Dates of food safety inspections; findings; grade; indication of compliance with HACCP plan	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	July 1
Formal Written Complaint Investigation Report	School must send response to complaint allegations of noncompliance and copies of student's records and other documents to support their position	State	Mandatory	34 CFR § 300.660-.662	Within 20 days after information request is received
General Expense/ Personal Service Account Adjustments	LEAs report salary information changes	State	Mandatory	NCGS 115C-47(21), 302(a) & 315(d)	As needed
General Supervision/ Identification of Non-compliance	Compliance identified through Record Review and other monitoring activities	Federal	Mandatory	IDEA Part B, Section 611	October 15
Grade 10 Writing Test	Student responses to writing test	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	As of March administration (collected first week of May)
Graduate Data Submission	Data on individual graduates including course of study, post grad intentions & demographics	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	June 25

Group Homes	Funds for Special Education Services	Federal	Mandatory	Article 9 Special Education Law	August/September/October
Homeless Data Collection	Data on homeless children	Federal	Mandatory	Title X	May 31
Institutions of Higher Education (IHE) Performance Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State	Mandatory	NCGS 115C-296 (b1)	June 30
IHE Program Completer Follow-Up Survey	As part of the IHE Performance Report, surveys are sent to individuals who have completed undergraduate and graduate teacher education programs and school administration programs	State	Optional	NCGS 115C-296(b1)	May 1
IHE Title II Report	Annual report on performance of teacher education program graduates on licensing exams	Federal	Mandatory	1998 HEA Title II Sections 207 and 208	April 1
Immigrant Count	Number of immigrant students and born in or out of US	Federal	Mandatory	Title III, PL 107-110 (NCLB)	February 2-March 2
Information Update	Updates contact/address info	State	Mandatory	NCGS-115C-96	March 1
Initial Licensure Program Report	Annual report submitted by LEAs about their efforts to support beginning teachers	SBE	Mandatory	SBE Policy TCP-A-004	October 1



LEA Technology Plans	Each LEA will develop a local School System Technology Plan that meets the requirements of the State school technology plan.	Federal	Mandatory	E-Rate Priority 2 Eligibility	November
LEA Vacancy Report	Annual report submitted by LEAs about number of staff vacancies in their system on October 20	SBE	Mandatory	Request of SBE	October 20
Learn & Serve Match Report	Annual report containing quantitative and qualitative information on approved teacher education programs in NC's colleges and universities	State	Mandatory	NCGS 115C-296 (b1)	June 30 (annually)
LEP Metritech File	Individual pre-coding information for ELP test documents	Federal	Mandatory	Title III, PL 107-110 (NCLB)	Dec 5
Local Career and Technical Education (CTE) Plan	Shows how federal CTE funds and matching state funds will be spent at the LEA and plans for data-based improvements	State & Federal	Mandatory	PL 109-270/Title I Sect. 132	Phase I: May 20/Phase II: October 15
Local Wellness Policies	Report of achievements toward local wellness policies	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	July 1
Long Range Plan	Ten-year long-range plan of facility needs for new schools, additions and renovations along with construction costs	State	Mandatory	NCGS 115C-521	Winter 2010-11 and every five years thereafter
McKinney-Vento: Competitive Grant	Programs for homeless children	Federal	Mandatory	Title X, Part C, PL 107-110 (NCLB)	July

Memo	Agreement/Letter of Renewal- State/Local agreement of implementation of School Meals Programs	Federal	Mandatory	7CFR Part 210- NSLP 215-SMP; 220-SBP Part 245	July 1
Migrant Education Program (MEP) Data Collection	School, MEP, and service data on migrant children	Federal	Mandatory for MEP programs	Title I Part C Section 1301- 1309	September 5
Missed Instructional Days	Survey of the number of missed instructional days due to inclement weather	State	Mandatory	HB1464 115C-84.2	June 30
Modified Order	Orders for tapes/large print/Braille for EC students	State	Mandatory	NCGS-115C-96	March 1
Monitoring System	Each LEA will develop a six-year performance plan that measures its progress toward federal priority areas. An annual report of progress requires data submission	Federal	Mandatory	IDEA 2004 Section 616	August-March, Precise dates to be scheduled, Annual Report by June 30
Monthly Financial Report (MFR)	LEA/charters report general ledger balances	State	Mandatory	NCGS 115C- 12(18)(b)	Monthly
Neglected and Delinquent (N&D) Aggregate Data Collection	Count of N&D students served in state agencies broken down by demographic and academic indicators	Federal	Mandatory	Title I, Part D (NCLB)	May 31
National Assessment of Educational Progress (NAEP)	Materials related to NAEP (student, school and calendar information to inform the construction of the NAEP sampling frame)	State & Federal	Mandatory	NCLB, SBE Policy GCS-C- 005 and GCS-C- 021	September 14, 2011

NC Migrant Evaluation Report	Assess effectiveness of program to meet educational needs of migratory children	Federal	Mandatory	Title I, Part C, Section 1304, PL 107-110 (NCLB)	August 31
NC School Report Card Teacher Quality Data	Annual information about teacher turnover, licensure status, number of teachers with National Board Certification, number of teachers with advanced degrees, and teaching experience; also contains information on principal demographics. LEAs review and verify data generated from Licensure System database	Federal & Office of the Governor	Mandatory	PL 107-110 (NCLB)	July 15
No Child Left Behind (NCLB) Teacher Quality Report	Annual report details percentage of classes taught by "highly qualified" teachers, number of paraprofessionals that are qualified, number of teachers completing quality professional development, and number of lateral entry teachers completing two-weeks of training	Federal	Mandatory	PL 107-110 (NCLB)	June 30
NCLB Title II Part D Formula Grant Applications	The state educational agency shall award subgrants of NCLB Enhancing Education Through Technology to each eligible local education agency.	Federal	Mandatory	NCLB Title II Part D Section 2412	June 29
Neglected & Delinquent Application	Programs for Children in N&D Institutions	Federal	Mandatory	Title I, Part D, Section 1414, PL 107-110 (NCLB)	June

Nominations for Governor's School	Nominations of individual students to be selected to participate in the Governor's School	State	Mandatory		November 18
Non-Promotion Revision Report	LEAs report students not promoted to next grade level	State	Mandatory	NCGS 115C-12(18)(b)	September 30
October 1 Headcount	Statewide reporting of aggregate number of Limited English Proficient students (PreK-12, including private schools who are served by a school district) who are speakers of languages other than English reported by language and per student count of the above students who are identified as LEP enrolled in the school district/charter school for the current school year, up to and including October 1; English Language Proficiency (ELP) test tier verification	State & Federal	Mandatory	Title III, PL 107-110 (NCLB), SL2003-284, Section 7.15(b), NCAC 6D.0106 (GCS-K-005)	October 3-21
Out-of-District Placements	Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A))	August/September/October
Passenger Count	Number of students transported - official ridership count used as basis for funding	State	Mandatory	Allotment Policy Manual	October 15
Positive Behavior Intervention and Support (PBIS) Data Requirements	Report of school information in schools implementing PBIS	Federal Grant	Mandatory	84323A State Program Improvement Grant	June 30

Per Capita Distribution	LEAs report when they serve students from other LEAs. LEAs with city LEAs only	State	Mandatory	School Budget & Fiscal Control Act	February 15
Personnel	Counts of special education teachers and related services personnel providing special education and related services to children ages 3-21 on December 1 of each year	Federal	Mandatory	Section 618 of IDEA	August 29
Principal's Monthly Report (PMR)	PMR system collects summary enrollment, membership, and attendance by grade level from each public school	State	Mandatory	NCGS 115C-12(18)(b)	Monthly
Policy Statement	Schools Free & Reduced Price Policy-Federal policy statement on how students and participants will be treated with regard to program meals	Federal	Mandatory	7CFR Part 210, 220, 245	July 1
Postschool Outcomes	UNC-Charlotte contracted to collect exit data on students with disabilities	Federal	Mandatory	IDEA Part B, State Performance Plan	May/June
PRC 29 Intervention and Services Form	Request for PRC 29 Funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.7	May 1

PRC 29 Intervention and Services Form and Student Information Form	Report of interventions provided by PRC 29 funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.5	August 15
PRC 29 Intervention and Services Form and Student Information Form	Report of interventions provided by PRC 29 funds	State	Mandatory	Policies Governing Services for Children with Disabilities NC 1506-1.6	February 2
Preschool Child Outcomes Summary Survey	Data on positive social-emotional, acquiring & using knowledge/skills, and appropriate action taken to meet needs	Federal	Mandatory	IDEA Part B, Section 619	August 15
Private Schools	Approval of private schools to provide special education	Federal	Mandatory	IDEA, Title VI, Part B	August-May
Professional Personnel Activity Report (PPAR)	School Activity Report (SAR) manual form. Tracks schools and some career centers.	State	Mandatory	NCGS 115C-301 (g), NCGS 115C- 301 (f), PL 95- 561, 20 USC 3221-3261, NCGS 115C-47 (10)	Annually
Public School Capital Building Fund	Various forms relative to expenditure of Public School Capital Building Funds	State	Mandatory	NCGS 115C- 546.1	As Needed

Public School Full-Time Personnel Report	Personnel assignments and number of staff in various staffing categories	State	Mandatory	NCGS 115C-12(18)(b)	October 31
Pupil Textbook Orders	Orders for new adoption and replacement textbooks and materials	State	Mandatory	NCGS-115C-96	March 1
Pupils in Membership by Race and Sex	Pupils in membership by race and sex	State	Mandatory	NCGS 115C-12(18)(b)	October 31
Qualified Zone Academy Bonds	Various forms relative to application for use of federal Qualified Zone Academy Bonds	Federal	Mandatory	IRC 1397E	As Needed
Rural Education Achievement Program (REAP) Applications	Address unique needs of rural school districts	Federal	Mandatory	Title VI, Part B, Subpart 1, PL 107-110 (NCLB)	August
Registration of Legally Blind Students	List of students in LEA who meet criteria of legal blindness	Federal	Mandatory	Act to Promote Education of the Blind, initiated in 1879	February 18
Report of Amounts to be Refunded to SPSF from Local Funds	For LEAs to refund transportation dollars	State	Mandatory	NCGS 115C-12(19)	Monthly
Report of School Sales	Report of sales of textbooks to parents and/or sale of used books	State	Mandatory	NCGS-115C-96	October 31
Risk Pool	Funds for Special Education Services	Federal	Mandatory	IDEA-(20 U.S.C. 1411(e)(2-3)(A))	August/September/October

Rural & Low-Income School (RLIS)	Purpose of use of RLIS funds	Federal	Mandatory	Title VI, Part B, (NCLB)	May 31
Retention Promotion Graduation (RPG)	Retention-Promotion/ Graduation Report	State	Mandatory	NCGS 115C-12(18)(b)	October 15
Response to Intervention (RTI) Data Collection	RTI Pilot sites collect referral, intervention, demographics and entitlement data	Federal	Mandatory	IDEA	September 30
Safe and Drug Free Schools-Truancy	Data collection for unexcused absences per grade level	Federal	Mandatory	Title V, Part A, Section 4114, PL 107-110 (NCLB)	June 30
Salary Supplements – SS-300	Report of salary supplements paid at LEA	State	Mandatory	NCGS 115C-12(18)(b)	October 31
Schedule A	Computer generated listing of schools and sites with demographic information	Federal	Mandatory	7CFR Part 210-NSLP 215-SMP; 220-SBP Part 245	July 1
Schedule B	Listing of Residential Child Care Institutions (RCCI) Sites - List of program sites, location, and meals programs implemented	Federal	Mandatory	7CFR Part 210 - NSLP 215-SMP, 220-SBP Part 245	July 1
School Activity Report (SAR)	SAR reports an individual school's full year academic schedule, courses offered, enrollment of classes, length of classes, and staffing of classes. Activities for certified personnel and selected non-certified personnel are reported on the SAR	State	Mandatory	NCGS 115C-301 (g), NCGS 115C-301 (f), PL 95-561, 20 USC 3221-3261, NCGS 115C-47 (10)	Annually



School Food Monthly Report (Claim)	Meal participation data	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966-National School Lunch Act of 1946-NCGS 115C-203-204	Once a month
School Health Policies and Programs Survey	Assess policies and programs every six years	Federal	Optional	CDC	2012
School Improvement Verification	Verification of School Improvement Sanction Level	Federal	Mandatory	Title I, Part A (NCLB)	July/August
School Meal Initiative	Documentation that meals meet nutrition standards with federal/state requirements	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004, NCGS 115C-264	October 15 and March 15
School Profiles Survey	Assess policies and programs in even numbered years	Federal	Optional	CDC	Spring 2012
Secondary Transition	Percent of youth aged 16 and above with an Individualized Education Program (IEP) that includes coordinated, measurable, annual IEP goals and transition services that will enable the student to meet post-secondary goals	Federal	Mandatory	IDEA Part B, Section 611	October 15
Supplemental Education Services (SES) & Choice Data Collection	Student's eligibility and services provided under SES and Public School Choice provisions	Federal	Mandatory	Title I, Part A (NCLB)	May 31

SIP II Data Collection	Student demographics/test data for SWD in Grades K-2; EOG/EOC data collected for schools participating in SIP II project	Federal/State Improvement Grant	Mandatory	CFDA 84-323A	June 1
Special State Reserve	Funds for Special Education Services	State	Mandatory	Article 9 Special Education Law (Being Revised)	August/September/October
Suspended and Expelled Students; Acts of Crime and Violence	Disciplinary Data-Acts and consequences	State	Mandatory	NCGS 115-12(27)/ SL 2001-424 Sec. 28.30(f)/ NCGS 115C-288	June 30 (annually)
Technical Assistance/Coordinated Review Efforts (TA/CRE) Corrective Action Plan	Documentation of actions to correct areas of non-compliance with federal and state regulations	Federal	Mandatory	7CFR Parts 210, 220, 215, and 245	As needed
TA/CRE Corrective Action Plan	Documentation of actions to correct areas of non-compliance with federal and state regulations	Federal	Mandatory	7CFR Parts 210, 220, 215, and 245	As needed
Targeted Assistance School (TAS) Data Collection	Student's eligibility and services provided in a TAS	Federal	Mandatory	Title I, Part A (NCLB)	May 31
Teacher Turnover	Annual report submitted by LEAs about number of teachers leaving and their reasons for leaving	State	Mandatory	NCGS 115C-12(22)	July 15

Test Materials Orders	List of materials for state testing program	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	On-going
Testing Irregularity Report	Report of testing issue	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	On-going
Timely Placement	Percent of children with parental consent to evaluate, who were evaluated and eligibility determined within 90 days	Federal	Mandatory	IDEA Part B, Section 611	October 15
Timely Transition	Percent of children referred by Part C, prior to age 3 and who are found eligible for Part B who receive Special Education and related services by 3rd birthday	Federal	Mandatory	IDEA Part B, Section 619	October 15
Title I - Other Data	Number of children served in Private Schools, Corrective actions implemented by LEA.	Federal	Mandatory	Title I, Part A (NCLB)	May 31
Title I Application	Basic Program Operated By LEAs	Federal	Mandatory	Title I, Part A, Section 1112(a), PL 107-110 (NCLB)	June 30
Title I Migrant Education Application	Education for Migratory Children	Federal	Mandatory	Title I, Part C, Section 1304, PL 107-110 (NCLB)	June 30
Title I School Improvement Application	Schools in Title I School Improvement	Federal	Mandatory	Title I, Part A, Section 1116(b), PL 107-110 (NCLB)	December

Title II Annual Application	Annual report of proposed objectives for the next school year which allows LEAs to receive Title II Teacher Quality funds	Federal	Mandatory	PL 107-110 (NCLB)	June 15
Title II Annual Application	Annual report of proposed objectives for the next school year which allows LEAs to receive Title II Teacher Quality funds	Federal	Mandatory	PL 107-110 (NCLB)	June 15
Title II Annual Performance Report	Annual report submitted by LEAs detailing achievement of goals articulated in Title II Application the previous year	Federal	Mandatory	PL 107-110 (NCLB)	June 15
Title III Annual Performance Report (Program Evaluation)	Data analysis from previous school year for program evaluation; percent LEP students vs. all students retained; percent LEP students who met and who did not meet state test standards; reflection on LEP student achievement, participation, & progress	Federal	Mandatory for Title III Subgrantees	Title III PL 107-110 (NCLB)	September 30
Title III Annual Performance Report (Program Types and Professional Development)	Data collection from previous school year on English language development program types and professional development.	Federal	Mandatory for Title III Subgrantees	Title III PL 107-110 (NCLB)	September 9
Title III Application	Application for Title III Funds	Federal	Mandatory	Title III, PL 107-110 (NCLB)	May 18
Title III Improvement Plans	Improvement plans of LEAs in Title III improvement.	Federal	Mandatory for LEAs in Title III Improvement	Title III, PL 107-110 (NCLB)	January 30

Title V Abstinence Until Marriage Reporting Forms	Duplicated and unduplicated count of youth receiving programs	Federal	Mandatory	PRC 057, Title V, Section 510, Social Security Act	December 30
Total Cost of Ownership (TCO)	District-level determination of expenditures for technology resources in a given year	State	Mandatory	NCGS 115C-102.7	September 1
Transportation Driver Salary Data	List of bus routes and rates of pay for school bus drivers	State	Mandatory	NCGS 115C-240	October 15
Transportation Report for Fiscal Year	Report of buses used, miles traveled, local dollars spent to/from school transportation	State	Mandatory	Allotment Policy Manual	August 1
Transportation Routing Report-TIMS System	Upload of TIMS data to ensure compliance with law and to provide data for funding	State	Mandatory	NCGS 115C-240	November 1
Unit Summary of School Monthly Meal Participation (4A)	Report of who is participating	State & Federal	Mandatory	Section 4/Child Nutrition Act of 1966-National School Lunch Act of 1946-NCGS 115C-203-204	July 1
Verification of Student Eligibility for School Meals	Documentation of all efforts made to verify that students certified for free/reduced price meals are actually eligible to receive them based on qualifying criteria	Federal	Mandatory	PL 108-265 Child Nutrition and WIC Reauthorization Act of 2004	November 16 and March 16

Winscan Files	Student performance on state tests (online and paper/pencil)	State & Federal	Mandatory	NCLB, SBE Policy GCS-C-005 and GCS-C-021	Fall, spring, and summer
Youth Risk Behavior Survey (YRBS)	Assess student risk behaviors in odd numbered years	Federal	Optional	CDC	Spring 2013
Youth Tobacco Survey (YTS)	Assess youth tobacco use in fall of odd numbered years	Federal	Optional	CDC	Fall 2011

## Appendix B: List of LEA Reports No Longer Required for SY 2011-12

	<b>Title</b>	<b>Tab</b>	<b>NCDPI Area and Division</b>	<b>Notes</b>
1	21st Century Community Learning Centers	ASIS	Academic Services & Instructional Support / Program Monitoring & Support Services	Obsolete
2	Bureau of the Census Supplemental Data Collection	FBS	Financial & Bus Services School Business	Data flows directly from the LEA to the Census Bureau
3	Charter School Yearly Update	FBS	Financial & Bus Services Office of Charter Schools	Obsolete
4	CTE Fall Enrollment	ASIS	Academic Services & Instructional Support Career and Technical Education	Data comes directly from NCWISE
5	CTE Spring Enrollment	ASIS	Academic Services & Instructional Support Career and Technical Education	Data comes directly from NCWISE
6	Curriculum Based Measurement (CBM) Fluency	ASIS	K-12 Curriculum & Instruction	Reading First – funds are no longer allocated
7	Flexible Use of Mentor Funds	Educator Recruitment	Academic Services & Instructional Support	Funds are no longer allocated
8	Foreign Nationals Payroll Data	FBS	Financial & Bus Services School Business	Obsolete
9	Foreign Nationals Personnel Information	FBS	Financial & Bus Services School Business	Obsolete
10	Iowa Test of Basic Skills (ITBS)	ASIS	K-12 Curriculum & Instruction	Reading First – funds are no longer allocated
11	Learn & Serve Match Report	FBS	Financial & Bus Services School Business	Obsolete
12	LEP Files (W-APT)	Accountability	Academic Services & Instructional Support / K-12 Curriculum, Instruction and Technology	Incorporated into another report
13	More at Four - MAFKids	ASIS	Academic Services & Instructional Support	Program has moved to DHHS
14	More at Four - MAFPlan	ASIS	Academic Services & Instructional Support	Program has moved to DHHS
15	School Facilities Data	FBS	Financial & Bus Services Financial Services	This report goes from NCDPI to the LEAs

16	Tech Prep Report	ASIS	Academic Services & Instructional Support Career and Technical Education	Funds are no longer allocated
17	Technical Attainment Scores	ASIS	Academic Services & Instructional Support Career and Technical Education	Data is taken from NCWISE
18	Texas Primary Reading Inventory (TPRI) testing	ASIS	K-12 Curriculum & Instruction	Reading First – funds are no longer allocated
19	Total Cost of Ownership (TCO)	FBS	Technology Services Instructional Technology	No longer required by General Statute as of Summer, 2011
20	UERS Transfer Schedule	FBS	Financial & Bus Services School Business	Obsolete



## Appendix C: List of Abbreviations

<b>20D</b>	Twentieth Day of School
<b>AIG</b>	Academically & Intellectually Gifted
<b>AMTR</b>	Annual Media and Technology Report
<b>ASIS</b>	Academic Services & Instructional Services
<b>CBM</b>	Curriculum Based Measurement
<b>CTE</b>	Career & Technical Education
<b>DMG</b>	Data Management Group
<b>EDDIE</b>	Educational Directory and Demographical Information Exchange
<b>EDEN</b>	Education Data Exchange Network
<b>EDS</b>	Economically Disadvantaged Students
<b>FBS</b>	Financial & Business Services
<b>FDF</b>	First Day of Fall Testing
<b>FDS</b>	First Day of Spring Testing
<b>HACLP</b>	Hazard Analysis & Critical Control Points
<b>IEP</b>	Individual Education Program
<b>IHE</b>	Institution of Higher Education
<b>IIS</b>	Instructional Improvement System
<b>ITBS</b>	Iowa Test of Basic Schools
<b>LEA</b>	Local Education Agency
<b>MDC</b>	Master Data Calendar
<b>MEP</b>	Migrant Education Program
<b>MFR</b>	Monthly Financial Report
<b>N&amp;D</b>	Neglected & Delinquent
<b>NAEP</b>	National Assessment of Educational Progress
<b>NCDPI</b>	North Carolina Department of Public Instruction
<b>NCLB</b>	No Child Left Behind
<b>PBIS</b>	Positive Behavior Support System
<b>PMR</b>	Principal's Monthly Report
<b>RCCI</b>	Residential Child Care Institutions
<b>REAP</b>	Rural Education Achievement Program
<b>RESA</b>	Regional Education Service Alliance
<b>RLIS</b>	Rural Low-Income School
<b>RPG</b>	Retention/Promotion/Graduation
<b>RTI</b>	Response to Intervention
<b>SAR</b>	School Activity Report
<b>SBE</b>	State Board of Education
<b>SS-300</b>	Local Salary Supplements
<b>SWD</b>	Students with Disabilities
<b>TA/CRE</b>	Technical Assistance/Coordinated Review Efforts

<b>TCO</b>	Total Cost of Ownership
<b>W-APT</b>	WIDA Access Placement Test
<b>YRBS</b>	Youth Risk Behavior Survey
<b>YTS</b>	Youth Tobacco Survey